



TEXAS DEPARTMENT OF HEALTH
AUSTIN, TEXAS
INTER-OFFICE MEMORANDUM

TO: Herman Horn, Chief, Bureau of Regional & Local Health Operations
Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies

FROM: Gerald D. Cannaday, Jr. *GD*
Chief, Bureau of ~~Nutrition~~ **Services**

DATE: October 27, 2000

SUBJECT; Local Agency Funding Survey

Attached please find a Local Agency Funding Survey that was designed to solicit information regarding local agency operations. The intent of this survey is to work in conjunction with the Local Agency Funding Committee by gathering information that will be used in discussions regarding the local agency funding formula.

We ask that you complete the survey and return it to the State **Office** no later than **November 15, 2000**. It is important that you provide accurate information since what you provide will assist committee members to make appropriate decisions regarding your future reimbursement rates.

For those of you who would like to attend the upcoming Local Agency Funding Committee meeting, it is scheduled for Friday, December 8, 2000. If your schedule does not permit you to attend the meeting, please contact Debbie Brookshire by November 1, 2000 with your comments and concerns by phone at (512) 458-7111, extension 3454 or by e-mail at debbie.brookshire@tdh.state.tx.us.

Attachments

LOCAL AGENCY FUNDING SURVEY

The following survey will be used to gather information to assist in reviewing the WIC local agency funding formula. Please complete and return the survey to Debbie Brookshire by November 15, 2000.

Local Agency Employee Table

Please complete the table for budgeted positions, i.e., count vacant positions. Use September 1999 as your reference month. Please feel free to make as many copies of this table as you need.

[illegible]

LOCAL AGENCY FUNDING SURVEY

1. How do you rate your local agency's overall service delivery today compared to the previous fiscal year?
 - a. Greatly improved
 - b. Improved
 - c. Somewhat improved
 - d. Same as last year
 - e. Somewhat declined
 - f. Declined
 - g. Greatly declined

If you could change or improve one aspect of your agency, what would it be?

What changes or improvements has your agency made this fiscal year?

2. How satisfied are you with the growth of your agency?

- a. Very satisfied
- b. **Satisfied**
- c. Somewhat satisfied
- d. Not sure
- e. Somewhat unsatisfied
- f. Unsatisfied
- g. Very unsatisfied

If you have not been satisfied with the growth of your agency, please tell us why:

In what areas has your agency experienced growth?

3. How satisfied are you with the cost of Health Insurance for employees?

- a. Very Satisfied
- b. Satisfied
- c. Somewhat satisfied
- d. Not sure
- e. Somewhat unsatisfied
- f. Unsatisfied
- g. Very unsatisfied

4. What financial issues have contributed to budgetary constraints:

- a. Salary increases by host agency
- b. Cost of rental space
- c. Cost of utilities
- d. Cost of supplies
- e. Cost of security
- f. Cost of storage
- g. Other: _____

What creative solutions has your agency developed to decrease overhead costs?

5. How satisfied are you with the amount of time provided for staff trainings/meetings?

- a. Very satisfied
- b. Satisfied
- c. Somewhat satisfied
- d. Not sure
- e. Somewhat unsatisfied
- f. Unsatisfied
- g. Very unsatisfied

What creative solutions has your agency developed to provide staff training?

Questions 6, 7, and 8 will be answered using percentages. You may use all that apply. Percentages must add up to 100%.

Example: Who do you usually speak to when you call the IRM Section?

30%	Bobby
30%	Diane
20%	Linda
20%	Raul

6. What has your agency found to be the most effective way to meet budget constraints:

_____	Not fill vacant positions
_____	Lay off staff
_____	Change or reduce hours of operation
_____	Reduce full time employees to part time
_____	Reduce number of clinics
_____	Reduce services available
_____	Reduce number of staff trainings
_____	Seek Donations
_____	Use Volunteers

What creative solutions has your agency developed to effectively meet budget constraints?

7. The employee departure rate at your agency is most attributed to:

- _____ Seeking more hours
- _____ Higher pay
- _____ Lighter workload
- _____ Better benefits
- _____ More stable employment
- _____ Extended hours

8. What has your agency found to be the most effective way to retain employees?

- _____ Competitive salaries
- _____ Health Insurance
- _____ Training
- _____ Positive work environment
- _____ Creating leadership among supervisors/managers
- _____ Other: _____

9. What suggestions do you have which would help you improve the success of your agency?